

Senior Center Use Rental Policy

This policy shall cover the use/rental of the Dallas Senior Center located at 955 SE Jefferson Street. Any request for after hours or weekend use of the Center for a non-Dallas Area Seniors event that is not open to all members shall be approved by the president or vice president. Any such approval will be subject to the conditions listed below.

No alcohol shall be served or consumed in the Dallas Senior Center. Any event having more than 30 people may be required to obtain a Special Event Insurance Endorsement on the homeowners insurance of the person or organization applying for use of the facility.

For Use/Rental by a Dallas Area Seniors Member

1. The requesting member must be present during the event.
2. If the requesting member does not possess a key to the facility, one will be checked out to him/her. The key must be checked back in within 3 business days of the event being held. A checklist of responsibilities will also be provided at time of check out.
3. A fee of \$15.00 will be charged for weekday use and \$25.00 for weekend days or a holiday.
4. Dallas Area Seniors coffee, creamer, and paper products may be used free of additional charge.

For Use/Rental by Non-Members or Organizations

1. A fee of \$30.00 will be charged for weekday use and \$50.00 for weekend days or a holiday.
2. Additionally, a Dallas Area Seniors member must be present during the event to open and close the facility and provide for building security. The charge for this member will be \$10.00 per hour or the Oregon minimum wage, whichever is greater. This money will be paid to the "hosting" member by Dallas Area Seniors following the event.
3. All monies will be paid to Dallas Area Seniors prior to the use of the center. If a 48 hour written cancellation notice of the event is given to Dallas Area Seniors prior to the date of the event, all monies will be refunded to the rental person/group.

Adopted by DAS Board on 7-9-2013